

**City of Edmonds**  
**Edmonds Memorial Cemetery Board Minutes**  
**November 21, 2013**

**CALL TO ORDER:**

The meeting was called to order by Chairperson Lisa Palmatier at 4:00pm at the Anderson Center.

**Members Present**

Melinda Beck  
Dale Hoggins  
Melissa Johnson  
Lisa Palmatier  
Dwayne Weiss

**Staff Present**

Rich Lindsay

**Members Absent**

Patrick Kelly (ABS)

**APPROVAL OF MINUTES**

The minutes of September 19<sup>th</sup> meeting were approved with a quorum present. (Hoggins/Weiss)

The minutes of the October 17<sup>th</sup> meeting were also approved. (Hoggins/Weiss)

**FINANCE REPORT for Month ending September 30, 2013:**

**(No Report given for October 31, 2013)**

Beginning Cash Balance-----\$	47,581.81
Receipts-----\$	22,382.10
Investments and Transfers-----\$	8.68
Disbursements-----\$	10,022.85
Ending Cash Balance-----\$	59,949.74
Memorial Gift Fund-----\$	2,360.44
Grand Total-----\$	62,310.18

**STAFF REPORT-- Submitted by Cliff Edwards (Presented by Palmatier)**

Sales and Services from October 17 to November 21, 2013:

	<b>Month</b>	<b>Year to Date</b>	<b>Goal</b>
Grave Sales	1	16	40
Burials	7	42	55
Niche Sales	3	20	25
Inurnments	0	20	25

Cliff reported that there will be a "Veterans' Military Tribute Program" on Tuesday, November 26, 2013 at 10:00 am. Fred Apgar will do the press release.

Cliff needs more Cemetery pens with the Cemetery name in larger print. (Melinda will take some pens to Cliff.) Melissa will look into ordering more pens.

**STAFF REPORT-Rich Lindsay:**

Rich and Carrie met with The City Council Budget Committee In August. This week, the City Council funded Cliff's partial salary of \$40,000 from the General Fund. The Council also reinstated Seasonal Staff to the cemetery so that the Columbarium metal railings can be painted this summer.

The PUD trimmed the poplar trees along 100<sup>th</sup> Avenue that were growing in the power lines.

The volunteers from Westgate Chapel did a great job cleaning the grave stones. One person offered to pressure wash around the Columbarium.

Cliff and Rich put up public notices at the Cemetery Office to recruit new Cemetery Board members. Rich passed around copies of the notice. Applicants are to call Cliff.

#### **OLD BUSINESS:**

##### **Monthly Distribution of Cemetery Brochures:**

Melinda took them to Edmonds Open Bible Church and to the Edmonds Church of God.

Dwaine will take them to Olympic Baptist Church on 220<sup>th</sup> and Melissa will take them to Edgewood Baptist Church on 76<sup>th</sup>.

##### **Veterans' Day Event Recap:**

Dale reported that the event had nice weather and a good turnout. The Beacon did a nice follow-up story about the event. Lisa did press releases for the KOMO website, The Beacon, and edmondspatch.com.

Jim Trainer from the VFW will send a flag raiser Color Guard and someone to do a gun salute to start the event next year.

##### **Monthly National Guard Ceremony**

This month's Veterans' Military Tribute Program will be on Tuesday, November 26<sup>th</sup> at 10:00 am.

##### **Customer Surveys:**

Lisa talked to Sarah Cocker about the surveys. Sarah has not sent any out since May. Cliff has not been forwarding the information that Sarah needs to send out the surveys. Sarah has a spread sheet and she will go back until June 2013 to do the surveys. Rich will talk to Cliff about the surveys.

##### **Fireproof Safe:**

The safe was not purchased in November due to the credit card being maxed out. Hopefully, Rich will buy it the first week in December.

#### **NEW BUSINESS:**

##### **2014 Cemetery Board Nominations:**

The Cemetery Board Officers that were nominated were: Melissa Johnson, Chairperson; Dale Hoggins, Vice Chairperson; and Dwaine Weiss, Secretary. The motion was made to elect these officers. (Hoggins/Weiss) Motion passed. Patrick needs to attend future meetings for there to be a quorum.

Sarah Cocker-Sherman will help the Board. The Board will meet with Carrie Hite soon about Board priorities. Memorial Day, Walk Back in Time, Veterans' Day, and the Health Fair are the main Board concerns. Someone will need to do the press releases. Lisa will give Melissa a list of contacts to whom she has previously sent press releases.

##### **Memorial Day 2014:**

Dale reported that 2014 is the 70<sup>th</sup> Anniversary of D-Day. Those soldiers would be 90 years old. Dale will find a Veteran and have their grandchild give their story. Dale will work with Fred Apgar. Maybe Fred could do the press releases for both Memorial Day and for Veterans' Day. Lisa will get Chris from the Sound System's contract to Melissa and Dale will get Sally's Memorial Day contacts.

##### **Announcements:**

Melissa wants agenda items sent to her before January's meeting.

Rich thanked Lisa for being Chairperson and for her leadership and contributions to the Cemetery Board.

##### **ADJOURNMENT**

The meeting was adjourned at 4:45pm. (Johnson/Weiss)

Minutes happily submitted by Melinda Beck, Secretary.

##### **NEXT MEETING**

Thursday, January 16, 2014 at 4:00pm in Room 113 at the Anderson Center.